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Chief, Management Staff

5 September 1956

Chief, O&M Staff (DD/P Area)

Area Weekly Report for Period 30 August Through 5 September

1. Accomplishments

(a) T/O's Processed

25X1A9A [] (1) MS-688, OC, Supplemental Programs
Division T/O, []25X
125X1A9A [] (2) MS-969, Establishment of Position in
[]25X1A6
A25X1A9A [] (3) MS-970, WH, Transfer and Position
Changes, 4 Positions

2. Current Assignments

25X1A9A [] (1) MS 6-42, GS Information Reports Dis-
tribution Analysis and Procedures[] (2) MS-931, PPC Revised Hdqs T/O, []
Positions
(3) ES-1854, Cover Improvements for Staff
Employees and Staff Agents Terminal
Processing.25X9A
225X1A9A [] (4) MS 6-50, ES-2298, Pouch Registering
Procedure.(5) 6-53 [] Analysis of Organiza-
tion of FI Staff.25X1A9
A(6) MS-974, Reallocation of Positions in
[] Operations Base.25X1A6
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(7) MS-975, T/O Change

(8) MS-953 [], OC, Reorganization
of Engineering Division, [] Positions.25X1A9
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- (9) MS 6-32 (x) Follow-up
on National Agency Name Check Project.
- (10) MS 6-44 (x) Administrative
Burden at Small Stations.
- (11) MS 5-38 (x) T/O System Analysis,
Manpower Control
- (12) MS-963, WH, Reclassification of Posi-
tion,
- (13) MS 6-30, DD/P Forms Program
- (14) MS 6-34, DD/P Reports Management
Program.
- (15) MS 6-46, DD/P Business Machine
Facilities
- (16) MS 6-52, Re-examination of FE/2
Admin. Officer Duties
- (17) MS 2071, Employee Suggestion -
Identifying References in Dispatches.

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